

Motions/Objections and Supporting Documents Batch Upload Instructions

(Effective August 2, 2004)

Motions, objections, applications, and other matters for which a hearing is necessary, together with the notices of hearing, service documents, and support documents pertaining to them, may be uploaded in a single .zip file as a Motions/Objections and Supporting Documents batch. The following rules apply to Motions/Objections and Supporting Documents batches:

- At least one motion/objection file, with either MOTF or MOTN in the filename, must be included in a batch. Any notice of hearing file(s), proof of service file(s), declaration file(s), or other supporting document file(s) with the same docket control number and case number combination as the motion/objection shall be included in the same batch and uploaded with the motion/objection. For a particular case and docket control number combination, if the motion/objection file is missing from the batch, the batch will not upload.
- Motions/Objections and Supporting Documents batches need not include notice of hearing file(s), proof of service file(s), declaration file(s), or other supporting document file(s) in the batch. A batch containing a motion/objection file with MOTF or MOTN in the filename will be uploaded regardless of whether a notice of hearing, proof of service, declaration or other supporting document file with the same case number and docket control number combination exists in the batch. However, batches containing notice of hearing file(s), proof of service file(s), declaration file(s), and other supporting document file(s) will not be uploaded unless a motion/objection file with the same case and docket control number combination is also included in the batch.

How to Create a Motions/Objections and Supporting Documents Batch

1. Save each document to be uploaded in a separate .pdf file (one document per file).
2. Use the following naming convention to name each file to be uploaded as part of a Motions/Objections and Supporting Documents batch:

YYYY-NNNN-XXXX-DDD-NNN-S.pdf

where

- a. **YYYY-NNNN** is the number of the bankruptcy case or adversary proceeding in which the document will be filed. Bankruptcy case and adversary proceeding numbers must be 10 characters in length and shall consist of a four digit year (YYYY), a hyphen (-), and a five digit sequence number (NNNN). Adversary proceeding sequence numbers shall include a leading zero (0NNNN).
- b. **XXXX** is one of the following codes to indicate the type of document in the file.

MOTF or **MOTN** – The name of the file containing the motion should include either MOTF or MOTN, depending upon the type of motion you are filing.

Type of Motion	Code to Use
Motion to: Compel Abandonment of Property Convert Case Reopen Case Split/sever Case Terminate, Annul, Modify or Condition the Automatic Stay Withdraw the Reference	MOTF
All other Motions/Objections	MOTN

NTCH - notice of hearing/motion/objection

DECL - declaration

POS - proof of service

SUP - other supporting documents

- c. **DDD-NNN** represents the docket control number (DCN) assigned to the motion/objection. Pursuant to Local Bankruptcy Rule 9013-1(c)(3), the docket control number shall consist of no more than 3 letters (which may be the initials of the attorney for the moving party or the first three initials of the law firm for the moving party) and the number that is one higher than the number of motions previously filed by said attorney or law firm in connection with that specific bankruptcy case. Symbols, such as ampersands, and special characters should not be used in docket control numbers.

In the file naming convention for Motions/Objections and Supporting Documents batches, **DDD** represents the portion of the docket control number consisting of no more than three letters, and **NNN** represents the number portion of the docket control number. A hyphen is used in the filename to separate the two portions of the docket control number.

- d. To prevent duplicate filings, filenames may only be used once by you within 30 days. **S** represents one or more digits, or letters, or a combination of digits and letters that will uniquely identify files with the same case number, docket control number, and document code in the filename, and may include portions of account numbers or client initials, if you choose. For example, declarations of three different individuals (Jane Doe, John Q. Public, and Mary Jean Roe) in support of a motion with docket control number ABC-8 may be submitted within 30 days of each other for case number 04-50001 in files named 2004-50001-DECL-ABC-8-1JD.pdf, 2004-50001-DECL-ABC-8-1JQP.pdf, and 2004-50001-DECL-ABC-8-1MJR.pdf.

The following are examples of properly named .pdf files in a Motions/Objections and Supporting Documents batch:

Batch 1 (same bankruptcy case and docket control number combination with optional declaration)

2003-55555-MOTF-ABC-1.pdf
2003-55555-NTCH-ABC-1.pdf
2003-55555-DECL-ABC-1-1.pdf
2003-55555-POS-ABC-1-1.pdf

Batch 2 (same adversary proceeding and docket control number combination with no declaration and a separate proof of service for each document)

2003-03333-MOTN-DEF-9.pdf
2003-03333-NTCH-DEF-9.pdf
2003-03333-POS-DEF-9-1.pdf
2003-03333-POS-DEF-9-2.pdf

Batch 3 (bankruptcy case and adversary proceeding documents with different docket control numbers)

2003-55555-MOTF-MNO-1.pdf
2003-55555-NTCH-MNO-1.pdf
2003-55555-DECL-MNO-1-1.pdf
2003-55555-POS-MNO-1-1.pdf
2003-03333-MOTN-MNO-13.pdf
2003-03333-NTCH-MNO-13.pdf
2003-03333-POS-MNO-13-1.pdf

3. Once you have saved the files you wish to upload as a batch, you must compress them into an Archive, or .zip, file. This allows you to upload one file containing all of your documents. To create a .zip file using WinZip software without leaving Windows Explorer:
 - a. Select the .pdf document files you want included in the .zip batch, right click, and choose **Add to Zip File** from the context menu. The **Add** dialog box will appear.
 - b. Click the **New** button and browse to the directory where you would like your .zip file created. Enter a name in the **File Name** text box (There is no naming convention for the .zip file).
 - c. Then click the **Add** button. In the WinZip interface window, you should see a list of the .pdf document files in the batch. Additionally, a .zip file should exist in the directory you chose with the name you indicated via the interface.
4. You are now ready to upload the .zip file containing your batch as follows.
 - a. Log on to *e-CalWebFiling* and click the **Batch Upload** button.

- b. Select the **Motions/Objections and Supporting Documents** radio button.
 - c. Click the Browse button and browse to the .zip batch file you just created. The path to your .zip batch file should automatically fill the text box beside the **Browse** button.
 - d. Click the **Submit** button to complete your upload.
5. When upload is complete, you will be redirected to a confirmation page displaying the confirmation numbers for each .pdf file included in the .zip batch.